



California Department of Education

California School Recognition Program 2005 Exemplary Career Technical Education Application Instructions

What's Included: Instructions for Completing the Application
Application Components:

- Cover Page
- Section I
- Section II
- Section III



Available online at
<http://www.cde.ca.gov/ta/sr/cs/>

Due Dates: *Intention to Submit Application* – Friday, November 12, 2004
Application Postmarked by – Friday, December 10, 2004

Mail to: Karen Heiner, Awards Unit
California School Recognition Program
California Department of Education
1430 N Street, Suite 4206
Sacramento, CA 95814



Applications
will not be accepted
by e-mail or by fax.

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Deliver to: Security Desk, Lobby
7:00 a.m. to 5:30 p.m.
California Department of Education
1430 N Street
Sacramento, CA 95814

Web site: <http://www.cde.ca.gov/ta/sr/cs/>

Questions: Awards Unit
916-319-0866



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Intention to Submit Application

The *Intention to Submit Application* notification from schools will enable the California Department of Education (CDE) to validate eligibility, marshal program resources based upon the anticipated number of applications, and screen potential competitors for unresolved legal compliance issues or discrimination complaints.

The *Intention to Submit Application* is an online submission that is due Friday, November 12, 2004. To access this form, please visit the California School Recognition Program (CSRP) Web site at <http://www.cde.ca.gov/ta/sr/cs/>. You may request a *Confirmation of Receipt* to be printed when your submission is complete.

Application Formatting

Downloadable Application

For your convenience, an *Application Fill-In Form* is available on the CSRP Web site. The fill-in form must be downloaded and saved to a directory or desktop before data entry begins. Section I of the form is locked so that the question content, type, size, and spacing may not be altered. The form contains text and numeric fields that appear as small gray boxes for data entry. If you are not able to access the *Application Fill-In Form* at <http://www.cde.ca.gov/ta/sr/cs/>, please contact the Awards Unit at (916) 319-0866.

Paper, Spacing, and Fonts

All responses must be printed on standard 8½" by 11" white paper, single spaced, with ¾" margins on right, left, top, and bottom. Use single spacing between lines. All narrative responses in Section II and Section III must be in Times New Roman 12 font. Do not use compressed type. Any deviation from the application format will result in the application being returned.

Space Limitations

Space limitations for the narrative responses will be strictly enforced. In Section II – CTE Program Synopsis, your CTE program's strengths and accomplishments must be summarized into one page. The primary narrative responses to Section III – School Programs and Processes may not exceed six (6) pages. If space is left on a page after completing your response to one theme, use that space for your response to another theme.

It is acceptable and common to include color graphics, photos, etc., in the narrative. However, if a school adds pages or other attachments beyond those allowed in the application instructions, the additional pages and/or attachments will be removed before the application is evaluated.

Sequence and Pagination

Assemble the application as follows:

Cover page	p. 1
Section I:	
Collaborative Preparation of the Application	pp. 2, 2a
Background and Demographic Data	pp. 3, 4, 5, 5a, 6, 7, 7a
Directions to Your School	p. 8
Section II:	
CTE Program Synopsis	p. 9 (maximum of one page)
Section III:	
School Programs and Processes - Themes 1-6	pp. 10-15 (maximum of six pages)

Submitting the Application

Copies

Each school is required to provide eight (8) copies of the entire 2005 Exemplary Career Technical Education Application (an original printed single-sided and an additional seven copies printed back-to-back). The original and copies must be stapled in the upper left-hand corner and submitted without decorative covers or bindings.

Application Deadline

The 2005 Exemplary Career Technical Education Application must be postmarked no later than Friday, December 10, 2004. The application will not be accepted by e-mail or by fax.

Mailing or Delivering the Application

We recommend that you send the application package by registered mail, overnight express service, or another method that allows the package to be tracked in the event it goes astray during mailing. The mailing address is listed below:

Karen Heiner, Awards Unit
California School Recognition Program
California Department of Education
1430 N Street, Suite 4206
Sacramento, CA 95814

For schools that prefer to hand carry their applications to the CDE, the security desk on the first floor of the Education Building is accessible between the hours of 7:00 a.m. and 5:30 p.m. A special drop-off bin will be designated for applications the week of December 6th. Driving directions and suggestions for parking will be posted on the CSRP Web site at <http://www.cde.ca.gov/ta/sr/cs/>.

Screening of Applications

Applications will be screened for completeness by CSRP staff. If covers, attachments, or additional pages of narrative are submitted beyond those specified, the additional pages and/or attachments will be removed before the evaluators read the application.

The CSRP office will not confirm the receipt of your application. However, we will contact you if additional information is needed or if the format is unacceptable. It is extremely important for you to designate a winter break (alternate) contact person and corresponding phone number (different from the school phone number) on the application cover page. As necessary, CDE will resolve problems with applications during winter break and the designated contact person will need to be reachable during this time.

The Career Technical Education applications will be evaluated separately from the 2005 Distinguished High School Applications. A panel of career technical education experts will identify schools whose programs may serve as models of excellence for others.

Cover Page

The cover page of the application is primarily designated for current school contact information. The 14-digit county-district-school (CDS) code is the official code by which your school is referenced in all state databases and may be found in the *California Public School Directory*. When you include your school name, list your school as it would be announced to the news media and engraved on your award plaque if your school is selected as an exemplar in Career Technical Education.

Note that the cover page for the application requires the signatures of the principal and the district superintendent (or an authorized designee). The people signing the document certify that they have reviewed the content of the application and certify that it is complete and accurate.

Section I

Collaborative Preparation of the Application

Information about the development of the school narrative and who participated is required on page 2 of the application and is considered in scoring the application. Principals are expected to invite a team of individuals who represent the entire school community—administrators, teachers, other school staff, students, families, business partners, and community representatives—to participate in the preparation of the application.

If your school is selected as a statewide nominee, you should be prepared to invite a representative sample of the people listed on this page to be interviewed by the CTE program site visit review team in order to validate the application.

Background and Demographic Data

This section of the application is designed to provide the evaluator with accurate, up-to-date information about your school and the community it serves. The background and demographic data include geographic location (urban, rural, etc.); master schedule; numbers of classrooms, administrators, teachers, and students; the ethnic composition of your student population and languages spoken; students identified for special education services; and school facilities. The information will provide the application evaluator with a comprehensive context in which to score the narrative description of your CTE program's learning environment and educational programs.

Directions to Your School

The application requests that you provide travel directions to your school to be used by the site visit review team members if your school is selected as a statewide nominee. The site visit team will be scheduled by your county office of education and will typically include a combination of county office staff and educators from counties or school districts other than your own.

Section II

CTE Program Synopsis

Provide a brief, colorful description of your CTE program that will highlight the main topics in Section III - School Programs and Processes. Summarize your program's strengths and accomplishments, focusing on the importance of Career Technical Education in your school's overall program. Omit testimonials about how much your program deserves the award. The evaluators will not rate this summary, but it will provide them with important background information for understanding your CTE program.

Use the space available for this section wisely, as you would for a news release. Limit your summary to one page and number it page "8." Include the school name centered above your summary as well as the principal's name and telephone number in the upper right-hand corner of the page. Please be sure that there are no typographical mistakes or grammatical errors. If your CTE program is selected for honors, your CTE Program Synopsis will be made available to the news media upon request.

Section III

School Programs and Processes Themes

The CTE rubric provides a comprehensive set of quality statements that reflect a consensus of the education community about the elements that should be present in an exemplary high school career technical education program. The criteria are organized into six themes:

1. *Program Administration, Assessment, and Accountability*
2. *Curriculum and Instruction*
3. *Support Services*
4. *Professional Development*
5. *Community Involvement and Collaboration*
6. *Resources, Facilities, and Funding*

Quality Statements

Each page of the scoring rubric presents quality statements that will be used by the evaluators to score the responses for each theme. The quality statements for each theme appear vertically in each column of the scoring rubric. It is critical that as each theme of the application is being addressed, the corresponding quality statements be reviewed carefully.

Attributes of a Strong Response

Section III of the application should accurately describe your school and the community it serves and reflect the school demographics in Section I. All of this information will be subject to validation during a site visit if your school is selected as a statewide nominee.

In order to receive a high score, it is important to make sure that the quality statements for each of the six themes of the scoring rubric are addressed. For each theme, specific examples and evidence should be included to support your responses. That is, provide a vivid, illustrative example or description for the evaluator in order to communicate a “picture” of what happens at your school, how and why, who is involved, etc. Avoid generalized statements such as “we do that.” Restating the language in the rubric or including generalized statements will result in a rating of “two” on the three-point rubric.

Keep in mind that quantitative data always strengthen responses—“Last school year, our volunteer logs documented that over 60,000 hours were volunteered by families and community members. Volunteer activities included x, y, and z” presents far more information than “There is a high level of parent involvement.”

Cross-Referencing

The school's writing team will decide how much space to allocate for each of the six themes within the overall limitation of six (6) pages for Section III of the application. In order to make maximum use of limited space, do not repeat the same information for different themes. Because many of the areas of discussion are related and impact each other, we recommend that you cross-reference to conserve space and avoid repetition. However, you should address the theme clearly before referring to additional information in related themes and specify the location of related evidence for the evaluator. Evaluators prefer to spend a minimum amount of time "searching" through an application for evidence not directly contained in a response or reference.

Editing

A competitive application process, by nature, gives preference to a clear and concise writing style. It is strongly recommended that one person with superior writing skills edit the application, with input from representative groups within the school community. There must be schoolwide input, written by a collaborative group, but the final application should speak to the evaluator with a "single voice." The quality of the written presentation influences the evaluators' assessments. Therefore, it is important to designate a competent editor to assist with the final document.

The principal of each school is responsible for ensuring the accuracy and completeness of the final document. The principal should personally ensure that: 1) each of the six themes of the scoring rubric have been fully and accurately addressed; 2) formatting of the application complies with the technical specifications; 3) photocopying has not resulted in missing or non-sequential pages; and 4) shipment of all eight copies occurs according to the application deadline.